

Definitions and Tips for Completing an IAP Application FY2016

(alphabetical order – not order in application)

Access	This category is designed to recognize artists with disabilities as active, productive members of the Indiana arts community. Applicants with disabilities can apply to any open FY2016 discipline. (Refer to the Guidelines for further eligibility information or go to http://www.ada.gov/pcatoolkit/chap1toolkit.htm .)
Application review criteria	This defines the categories by which an application will be judged. Note that the number of points assigned to categories begins with the highest number; 35 points – artist's development and career impact, 30 points – feasibility of project, 25 points – quality of artist's work, 10 points – public benefit. (Refer to Guidelines)
Arts education activities	<p>An arts activity may be primarily regarded as entertaining, but if it also informs/increases the knowledge, understanding, or skills of participants/audience, it should be considered an educational activity. This could include any age group. When answering the question concerning arts education activities in the Projected Public Benefit Activities & Participation portion of the application, use "select" to indicate if arts education activities are focused on a certain age group; if not, select "Not applicable."</p> <p>Some examples: (You as an artist need to decide whether or not the activity has educational impact.)</p> <ul style="list-style-type: none"> • If you have a play that runs for 3 nights a week for 4 weeks, then it would be counted as 12 activities. • A dance performance presented 3 different times would count as 3 activities. • A music class that meets three times a week for ten weeks should be counted as thirty activities.
Career development	This grant category has the highest potential score of all review criteria. It is important for the applicant to carefully communicate how potentially receiving this grant will impact and advance their career, regardless of the artist's level of experience.
Congressional districts	Indiana has 9 congressional districts. A district map can be found at http://www.wrhammons.com/indiana-congressional-districts.htm .
Final report	The final report for grants awarded is due July 1, 2016. This naturally includes narrative about accomplishment of the project, outcomes, evaluation of success, and budget details. The NEA requires that the IAC report numbers concerning individuals involved in and benefitting from your project. Keep track of these throughout the grant year so that the numbers can be as accurate as possible!
Folk arts	The folk art category is typically for artists who learned an art form that is passed down through generations from the traditions of a particular culture. This includes the manner in which a traditional craft or art form is learned, the mastery of the teacher(s), the length of study, and the context for passing down the traditional artistry.
House districts	There are 100 house districts in Indiana. Districts and names can be found at https://iga.in.gov/legislative/2014/legislators/ .
In-kind	In-kind donations are those donations that are done in goods and services rather than money (or cash). In-kind gifts are important to include in budgets since they are considered revenue even though it is not a monetary contribution. There should be a line item in both your income and expense budgets. If there are in-kind contributions, the donor should agree with the value listed, e.g. in-kind printing worth \$500. Volunteer services may not be considered as in-kind. (Refer to Guidelines for further detail)

Marketing materials and IAC logo	Per the grant contract, grantees are required to acknowledge the IAC by including the IAC logo on any grant-funded marketing materials, programs, etc. Logos for download and credit information are found on the IAC website at http://www.in.gov/arts/2385.htm . The final report requests that all such materials be uploaded in PDF format.
Outcomes, objectives, and evaluation	Clearly and concisely state the objectives/goals for your project and how you will evaluate their outcome/success.
Project modifications	If a grant is received, significant changes require submission and approval of a project modification. These would include total budget differences of more than 20% or major alterations in personnel, activities, timeline, etc. If unsure whether or not a project modification is needed, contact the program manager. The form can be found at http://www.in.gov/arts/2694.htm .
Project narrative	This begins with a concise description of what the project will involve and how it will impact the artist's development and career. It should clearly communicate the feasibility of completing it within the grant period, the objectives/outcomes of the proposal and their evaluation, and the public benefit.
Projected demographics	If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population, choose that group from the drop down "Select" list. If the activities are not designated to represent or reach any one particular group, choose "No Single Group". The projected total individuals served should encompass only those individuals directly affected by or involved in the funded activity. This includes artists, non-artist project participants, and audience members. Do not double-count repeat attendees.
Public benefit	Public benefits provide evidence the project will actively engage and directly impact members of the community through a scheduled event/activity that is open to the public and offered at a free or nominal rate. Examples could include a book signing, exhibition, workshop, speaking engagement, or performance.
Race/Ethnicity of population benefitted	If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group or deliver services to a designated population listed in the drop down list, select that group from the list. If the grant or activities are not designated to represent or reach any one particular group, choose "No Single Group".
Senate districts	There are 50 senate districts in Indiana. Districts and names can be found at https://iga.in.gov/legislative/2014/legislators/ .
Timeline	The timeline defines your activities during the grant period from July 1, 2015 to June 30, 2016. Identify planned beginning and ending dates for each activity as accurately as possible. Examples would be: attend workshop, 7/15/2015 - 7/18/2015; write first draft of script, 7/20/2014 - 8/21/2014; get feedback; revise script; hold auditions; begin rehearsals; etc. These are estimates, and if you receive a grant, it is understandable that there will likely be some adjustments. Major changes affecting the project require contact with the IAC through a project modification. (Refer to Guidelines)
Underserved	Underserved populations are those lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability or other circumstances.